

**DIVISIONAL CLERK'S OFFICES
UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF VIRGINIA**

Mailing Addresses:

Alexandria Division:

Office of the Clerk
U.S. Bankruptcy Court
P.O. Box 19247
Alexandria VA 22320-0247
Tel. (703) 258-1200

Richmond Division:

Office of the Clerk
U.S Bankruptcy Court
1100 East Main Street, Room 310
Richmond, VA 23219-3515
Tel. (804) 916-2400

Norfolk and Newport News Divisions:

Office of the Clerk
U.S. Bankruptcy Court
P. O. Box 1938
Norfolk, VA 23501-1938
Tel. (757) 222-7500

Locations:

Alexandria Division:

200 S. Washington Street
Alexandria, Virginia

Newport News Division:

101 25th Street
Newport News, Virginia

Norfolk Division:

400 Walter E. Hoffman U.S Courthouse
600 Granby Street
Norfolk, Virginia

Richmond Division:

U.S. Courthouse Annex
1100 East Main Street, Room 301
Richmond, Virginia

Hearing Requests:

Norfolk and Newport News Divisions:

Hearings before Judge Adams	(757) 222-7572
Hearings before Judge St. John	(757) 222-7573

Richmond Division:

For hearings *other* than on motions for relief from stay
before Judge Tice (804) 916-2442

Available hearing dates on *Motions for Relief From Stay* may be obtained by dialing (804) 916-2440, or by selecting the Richmond button/bar on the Court's website at www.vaeb.uscourts.gov.

Alexandria Division :

Available hearing dates for Judges under the *motions day practice* may be obtained by dialing 703-258-1200, ext. 7, or by selecting the Alexandria button/bar on the Court's website at www.vaeb.uscourts.gov, or by picking up a schedule of the available hearing dates in the Intake area of the Clerk's Office.

Available hearing dates on *Motions For Relief From Stay* may be obtained by selecting the Alexandria button/bar on the Court's website at www.vaeb.uscourts.gov, or by picking up a schedule of the available hearing dates in the Intake area of the Clerk's Office.

Hours of Operation:

The Clerk's Offices are open between 8:30 a.m. and 5:00 p.m., weekdays except legal holidays.

NOTE: Newport News Division open between 8:30 a.m. and 4:45 p.m. *No receipts will be issued after 4:00 p.m*

Filing with the Court:

A. Parties with Legal Representation: All cases filed with the clerk's office on and after January 1, 2002, by parties with legal representation, must be filed electronically with the Court's CM/ECF System either via the Internet or submitted on 3.5-inch computer diskettes in specified formats. You may obtain further information from the Court's Internet Home Page at www.vaeb.uscourts.gov under "ECF Case Information." A party with legal representation may file a "Request for Waiver to File Conventionally" form requesting to be excused from filing a document(s) on a disk due to the attorney's financial constraints and inability to access the equipment necessary to comply with the requirement. The "Request for Waiver To File Conventionally" form is available at the Intake counters of each division of the Court and is posted in PDF at the "Bankruptcy Forms" link to the Court's Internet Home Page – www.vaeb.uscourts.gov.

B. Parties without Legal Representation: Parties without legal representation may make filings by paper.

C. Cases Filed Conventionally (on paper) prior to January 1, 2002: Cases which were filed conventionally (on paper) prior to January 1, 2002, will continue to be administered by paper through closing.

Obtaining Information from the Court:

A. By Telephone: Telephone inquiries will be responded to by the Clerk's Office between 8:30 a.m. and 5:00 p.m. Monday through Friday, except legal holidays. Information regarding a specific case may be directed to the case administrator handling the case, as determined by the last two digits of the case number. Information concerning calendaring of hearings or trials should be directed to the courtroom deputy for the Judge assigned to the particular case. All requests for appointments with the Judge should be directed to the Judge's Judicial Assistant.

B. By Voice Case Information System (VCIS): Information on a particular case filed in the Eastern District of Virginia may be obtained 24 hours a day by calling the court's computerized Voice Case Information System at (800) 326-5879.

C. By Electronic Public Access (EPA/PACER): To access the Court's Case Management/Electronic Case Filing (CM/ECF) database, a PACER login and password is required. If you have a PACER dial-up login, you may use that login to access CM/ECF. If not, registration is required to access. You will not be assessed a fee for obtaining a PACER account, but an access fee of \$.07 per page has been approved by the Judicial Conference of the United States for access to this service. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440. Further information may be obtained by selecting "PACER" on the court's web site at www.vaeb.uscourts.gov.

D. By Internet: You may contact the court's web site at www.vaeb.uscourts.gov to obtain general information about the District, Filing Statistics, Fees, Local Bankruptcy Rules, Bankruptcy Forms, Bankruptcy Online Support for frequently asked questions, etc.

E. Through Mail: Information which cannot be obtained over the telephone requires a written inquiry.

1. **Search Fee.** A search fee of \$26.00 is charged for each written inquiry. Checks should be made payable to "Clerk, U.S. Bankruptcy Court" and should accompany the written request.

2. **Photocopy Charge.** Photocopy requests will be filled by the Court's copy service. In **Norfolk/Newport News**, contact Creative Assistant at (757) 624-9990. In **Richmond**, contact the court at (804) 916-2400. In **Alexandria**, contact: Information Processing Services, Inc. at (703) 706-0494.

F. Archive Retrieval. Closed cases are retained for a very short period of time (one or two months) from the date of closing before they are shipped to the National Archives and Records Administration (NARA) in Philadelphia, Pennsylvania. Information on the options available for retrieving a file or obtaining photocopies from NARA is available under the **Bankruptcy Forms** link on the court's web site at www.vaeb.uscourts.gov.

G. Bankruptcy Online Support. Answers to a variety of general questions are stored in our solution database under the **Bankruptcy Online Support** link, which can be accessed from the court's web site at www.vaeb.uscourts.gov. There is no case specific data in this database, but there are many frequently asked questions that describe how to find case specific data from links on our main Internet site. Search by topic, keywords, or phrases.

H. Reference to specific case(s). The request for information or other services must refer to a specific case or cases. More sweeping inquiries fall in the area of research that the Clerk's Office cannot undertake. For example, the Clerk's Office could not respond to the following request: "Please report all chapter 11 bankruptcy cases filed in the last 50 years in which the debtor was a farmer."